

**CITY OF LOS ALTOS  
POSITION CLASSIFICATION**

**MAINTENANCE WORKER I  
MAINTENANCE WORKER II**

**Definition:** Performs a variety of routine, heavy, unskilled, semiskilled and skilled manual tasks by operating light and heavy equipment in the Maintenance Department. Usually works on a crew, but may work alone on special assignments.

**Distinguishing Characteristics:**

**Maintenance Worker I:** This is the entry-level class in the Maintenance Worker class series. Incumbents in this class usually work on a crew, but may work alone, may operate light and heavy equipment and may be assigned to various divisions. Positions in this class usually perform most of the duties required of the Maintenance Worker II but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a structured and established pattern. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and satisfactory job performance.

**Maintenance Worker II:** This is the journey-level in the class series. Position in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, require prior experience in the construction and maintenance of streets, sewer, traffic, or water system facilities. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class, including obtainment of a Class B California driver's license within the probationary period. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to a specific assignment. Incumbents in this class may be assigned to lead a crew to gain experience in supervision and may be assigned to various divisions. Incumbents also work alone or may supervise small work crews to gain experience. Incumbents also perform the following: organizes tools, equipment and material for daily work assignments; may prepare daily records and reports; may be required to work weekends and holidays or in the event of emergencies; and performs other related duties as required.

**Essential Job Functions:**

*Duties may include, but are not limited to, the following:*

1. Works as a member of a field maintenance or building maintenance crew.
2. Lifts and moves heavy objects.
3. Performs street and asphalt maintenance work such as: performs pick and shovel work in digging, widening, and backfilling trenches and other excavations. Operates such

tools as jackhammers and compressors to break through and compact concrete and premix materials on streets and sidewalks. Assists in raking, smoothing, and tamping repaired patches. Places, rakes, and finishes asphalt, concrete, and premix materials on sidewalks, curbs, streets, and roadways. Installs and repairs street signs and barricades.

4. Performs landscape maintenance and tree maintenance works such as: removes debris and clears away undergrowth, assists in planting trees and in preparing ground for planting, installs and repairs irrigation systems, plants, fertilizes, weeds, waters, and mows lawns, prunes and trims trees, working from the ground and hydraulic lift truck. Assists in removing trees.
5. Performs custodial maintenance work such as: Dusts and polishes woodwork, fixtures and equipment, washes windows, walls and lavatories, empties and cleans waste baskets and replaces light bulbs. Sweeps, mops, waxes and polishes floors.
6. Performs building maintenance work such as repairing tile and wood floors, replacing light switches, repairing window latches and door hinges, replacing doors and locks, and painting exterior and interior walls, fixtures, and surfaces. Performs electrical, mechanical and plumbing repairs.
7. Performs sewer maintenance work such as: Cleans sewer mains; unplugs and repairs sewer lines, locates and raises manholes.
8. Operates trucks. Operates power equipment including hydraulic cleaning truck, sewer rodder, backhoes, tractors, rollers, compressors, jackhammers, mowers, edgers, sprayers, saws and chipper. Cleans and performs minor repairs on assigned equipment.
9. Maintains equipment used in the course of work.
10. Other related duties as required.

**Minimum Qualifications:**

**MAINTENANCE WORKER I**

**Knowledge of:**

- Uses and purposes of various hand tools employed in basic laboring.
- Safety precautions and practices necessary in working with hand tools and heavy equipment.

**Skill in:**

- Reading, writing, and understanding English.
- Understanding and accurately following oral directions.
- Performing heavy manual labor.
- Learning to operate a variety of light power equipment.
- Working outdoors under adverse weather conditions.

**Experience and Education Guidelines:**

*Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** One year of experience in construction or maintenance work.

**Education:** Equivalent to graduation from the eighth grade.

**Licenses, Certificates or Special Requirements:** Must possess a valid California driver's license and have a satisfactory driving record.

## MAINTENANCE WORKER II

In addition to the minimum qualifications for Maintenance Worker I:

**Knowledge of:**

- The operation and maintenance of a variety of light and heavy equipment including trucks, tractors rollers, sewer rodding machines, backhoes, large mowers and chippers.
- Methods, practices and materials used in public works construction and maintenance.
- Uses and purposes of hand tools.
- Safe work practices.

**Skill in:**

- Understanding and carrying out oral and written directions.
- Performing semiskilled and skilled street, sewer, or park maintenance and construction work.
- Performing heavy manual labor.
- Operating light power-driven equipment.
- Maintaining cooperative working relationships with fellow workers and the general public.

**Experience and Education Guidelines:**

*Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Three years of experience in construction or maintenance work.

**Education:** Education equivalent to graduation from high school.

**Licenses, Certificates or Special Requirements:** Must possess a Class B California driver's license.